



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	June 25, 2015	Closing Date:	July 2, 2015
Job Title:	Civil Clerk	Position Type:	Regular Full-Time
PIN	059163	FLSA Status:	Non-exempt
Location:	Circuit Court of Baltimore County, Towson, Maryland	Grade Salary:	J06 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: The Civil Clerk processes and maintains Civil and Family Law case files by reviewing pleadings, typing docket information and establishing case file folders for the documents; Reviews incoming documents and actions and updates case docket by entering documents as they are received using a computer and maintaining case files; Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone; Prepares civil summonses and other writs by typing proper forms and envelopes; Performs cashing tasks related to filing and court fees in Civil/Family Law cases; Posts checks and cash to appropriate accounts; Pulls files as necessary to assist customers; Indexes new cases and judgments using a computer keyboard; and performs other duties in the Clerk's Office as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Experience working in the legal field.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public using proper grammar. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to learn and apply job related terminology, policies, procedures, regulations and laws in order to define problems, collect data, establish facts, record data, complete relevant forms and provide correct information to clients. Ability to interpret comments and notations and record essential information. Basic mathematical skills. Word processing and data entry skills as demonstrated by a skills test. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Hon. Julie Ensor, Clerk of the Circuit Court
Circuit Court for Baltimore County
401 Bosley Avenue
Towson, Maryland 21204**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.